



# SMT. K. L. TIWARI COLLEGE OF ARCHITECTURE

Approved by Council of Architecture, New Delhi & DTE, Maharashtra State &  
Affiliated to University of Mumbai | DTE Code No.: AR 3484

## STANDARD OPERATING PROCEDURE FOR EXAMINATION DEPARTMENT

Examination department is a crucial department of any education system which measures the students' performance, provides scores and grades which enables student to determine opportunities for higher studies and job prospects.

**Objectives:** 1. The main objective of the Examination Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations.

2. To Act as a feedback mechanism helping students to identify their strength and areas of improvement.

- **Role and Responsibility**

- i. Preparation for smooth conduct of Examinations, Collection of Question Papers, Proof reading, preparation of timetable schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ii. To ensure timely communication with the university related to examination work and issues (raising of tickets).
- iii. To communicate instructions effectively to the students through various channels. Such as Emails, notice boards and Institutes Learning Management system
- iv. To conduct Internal Examination, External Examination & VIVA (Regular + ATKT) as per academic calendar and carrying out Moderation, Revaluation Process & maintaining record of the same.
- v. Conduction of Third Year University Examination.



- vi. Uploading of Lower examination marks & Internal & External marks in Software & Mumbai university Portal.
- vii. Printing and Distribution of marks lists to the students after the declaration of results of various examinations (College & University Level). within 45 days from the completion of examination.
- viii. Preparing Examination Budget & also ensuring adequate stationery is made available and store material securedly in a designated area to maintain confidentiality with the support of administration department
- ix. The Exam Committee shall hold a pre-exam meeting to brief the members and faculties with regard to the examination procedures and their role and responsibilities. Maintaining record of the same.
- x. Preparation of Remuneration bills for College and University Examination.
- xi. Under the guidance of the Chief Conductor, the Exam Cell shall analyse the exam results and the same shall be verified by the respective members of examination cell. After due verification, copies of the result analysis shall be sent to the Authority.
- xii. Timely follow up of Reserve for Lower Examination(RLE) & Reserve provisionally categories of students, Unfair means cases of University Examination and other important matter.
- xiii. Issuance of Transcript, No Backlog Certificates , Conversion Certificates , Medium of Instruction certificates etc, filing of documents etc.
- xiv. Circulars, Guidelines, Office Order, Notification received by the university of Mumbai are processed in the Examination Cell, after Chief Conductor's signature dispatched or circulated to the concerned Departments / Students.

### **Standard Operating Procedure for College Level Examination**

Examination Committee prepares the Examination Schedule for every Academic Year. Dates for Internal, External/Semester End and ATKT examinations are finalized by the Principal and committee after discussion with the Programme Coordinators. All Year Examinations are conducted as per the norms of university of Mumbai.



The following is the **Standard Operating Procedure** for College Level Examination framed and followed by the College.

**1. Timetable:** The timetable is being prepared by considering the following points

1. **Avoiding** academic loss
  2. **Maintaining** proper time gap between papers
  3. **Internal Exams** are conducted after completion of 75 % of the portion and **External/Semester End Examination** are Conducted after Completion of 90 days from the starting of the term.
- The Examination Department display the Internal /Semester/Additional /ATKT examination time table on the college notice boards.
  - The examination schedule is circulated to all Subject faculty, Principal office, admin office and Security Office.

**2. Eligible candidates & Issuance of Hall tickets programme wise registered students data**

- Student should have registered for that course His/her registration should be valid
- Clear internal of VIVA subject
- Have at least 75% attendance in contact sessions for each course.
- Before one/two days the hall tickets are generated
- department wise print outs are taken.
- Verify Hall tickets based on the students registration data.
- Stamping is done and are signed by the Principal
- Handling over the Hall tickets to Faculty incharge for distribution.

**3. Department Wise Request for Invigilators**

- Sending a request for Invigilators to the coordinators
- No of invigilators = total strength of the students/ 45 per examination





#### **4.Rooms identification and intimation to All In-charges**

- Identify the examination halls and intimate same to concern faculty
- Intimate same to non-teaching staffs for necessary arrangements.
- Required Resources are provided by the college.

#### **5.Seating Arrangement**

- Preparation of consolidated seating plan. Each classroom will have 40-45 students allotted for conducting exam.
- Two or three different years are allotted in one classroom.
- The seating arrangement is displayed on the day of exam, half an hour before the commencement of exam on the notice boards and outside the examination hall and at the entry gate
- Attendance sheets are prepared Block wise .

#### **6.Bell timings**

- Warning bell 10mins before commencement of examination.
- Bell to start examination at the time of scheduled time of examination.
- Mid time bell after completion of half examination period.
- Final bell for examination completion.

#### **7.Class room boards cleaning**

- Assign the class room boards cleaning duty

#### **8.Instructions to the Invigilators:**

Invigilators are trained by the examination members. Guidelines are explained in details in the orientation meeting .Any queries are resolved before the commencement of the examination.

**9. Invigilators Reporting for Examination:** The guidelines are given by the examination Committee at the time of every examination.

#### **10.Collection of answer scripts from invigilators after examination.**

- Programme wise answer scripts collection from invigilators.
- Mark absentees on the supervision report.



- Verification of Answer scripts Block wise to be done by the examination Members..
- Bundling of the Answer scripts Semester wise and Programme wise.

### **11. Issuance of Answer scripts for Correction**

- Answer scripts are given for Correction to the Subject Teachers
- Subject Teachers must sign the Assessment Register, must mention the number of papers collected and time of collection and return time in the register.
- Every subject faculty is responsible for completion of Assessment within the stipulated

### **12. Collection of corrected answer scripts from subject teacher**

- Collect the marks award statement.
- Verify all the scripts
- Absentees should be marked with separate ink.
- Enter the same data in Excel sheet provided by Exam department.
- teacher has to verify the entered marks of other teachers thus to maintain quality and validity of Assessment process.
- Faculty must enter details and other information on the verified sheet and sign it
- If the strength of the students is 100 or more in any department then moderation process is carried on as per the norms of University of Mumbai.

### **13. Consolidated Programme wise marks sheet.**

- Examination department will prepare consolidated marks statements and sent to every coordinators to verify it after verification the marks are entered in the software by the exam clerk and gazette copy is prepared. After Verification of Gazette Copies the final marksheets are prepared.
- The Result is declared within 45days of the completion of the examination on the website of the college.
- The notice for Revaluation is circulated and students are informed if they are not satisfied with the marks awarded to them can apply for revaluation / photo copy within seven days from the date of the notice.



**14. Show cause notice for all invigilators those who are violated the rules :** At the end of every internal and external examinations release the show cause notice to those who violated the examination rules.

## **Standard Operating Procedure for University Examination**

The College is affiliated to University of Mumbai , the Under graduates ( Final Year Examination ) and Post graduation Examinations are conducted at University Level. The college is the center for University Examinations. The college follows the guidelines provided by the university to conduct the examination.

### **1.Examination Notification from University.**

- The university releases the exam schedule, which includes dates, times, and venues for various exams.
- One-month prior university releases the notification of Examination Center for University Exams.
- The Exam Committee bring it to the notice of the principal and take the signature on it.
- Circulate it to **all** the departments and put it notice boards and Rahul education APP (ERP System)

### **2.Rooms identification and intimation to All HODs & Incharges**

- Identify the examination halls on the number of students allotted to the college and intimate **same** to concern Coordinators.
- Intimate **same** to College Staff for necessary arrangements.



- Preparing and sending Supervision duty charts, Seating Arrangements to all the faculties.

### **3.Xerox machines**

One week before the examinations, Xerox machines should be examined by the technician.

Keeping the stock of Printing papers.

Training the peons for the question paper printing.

### **4.Room wise seating plan & arrangements**

Exam hall wise seating plan should be displayed beside the examination hall, examination cell notice boards and at security office near entrance.

### **5. Exam Invigilation:**

Assign invigilators to each exam session to monitor and maintain exam integrity.

Provide invigilators with clear instructions regarding their roles and responsibilities including verifying student identities, and enforcing exam rules.

Conduct invigilator training sessions to ensure they are familiar with the exam procedures and understand their responsibilities.

### **6. Exam Security:**

Implement appropriate security measures to ensure the confidentiality and integrity of exam materials.

Use sealed envelopes or secure online platforms for distributing and collecting exam papers.

Maintain strict control over the storage, handling, and transportation of exam materials. Establish procedures for monitoring and preventing unauthorized access to exam materials and exam rooms.

Implement measures to prevent cheating, such as prohibiting electronic devices, implementing plagiarism detection tools etc.





### **7.Exam Conduction:**

Ensure proper arrangements of invigilators and necessary staff.

Set up exam rooms with required stationery, seating arrangements, and other logistics.

Strictly adhere to the exam start and end times as per the schedule.

Monitor exam proceedings, addressing any issues that may arise during the exam.

### **8. Decrypt the question paper from MU Portal server :**

**Question paper is downloaded 30 minutes before the examination .**

Creating the folders department wise

Start the decryption process

Enter the college password and university passwords

After decryption take the required number of copies.

Take the Chief Conductors Signature /Senior Supervisor's Signature on documents.

File one set of question papers .

### **9. Printing of Question papers & Arrangement of question papers Blockwise**

1.Question papers are to be printed in required numbers under the supervision of the examination in-charge.

2. Printed papers are to be sealed and kept in a safe locked almirah /cupboard/ room, accessible to only the principal.

3.Exam members will be given the responsibility of arranging Question Papers block wise in the Envelope.

**10. Bell timings** a. Warning bell 10mins before commencement of examination. b. Bell to start examination at the time of scheduled time of examination. c. Mid time bell after completion of half examination period. d. Final bell for examination completion

### **11. Distribution of question paper to all examination halls**

Examination representative has to collect all the examination halls question papers and hand over to the respective exam hall invigilators.





**12. Collection of answer scripts from invigilators** : Department wise answer scripts collection from invigilators after the examination.

**13. Verification of Answerscript by Examination Staff:** The Examination Staff verifies the answerscripts , Supervision Reports, attendance sheets and take the signatures of the invigilator on required documents.

**14. Bundling & Sealing of Bundles:** Prepare the examination Answer script bundles as per regulations of University of Mumbai. On the top of every bundle write bundle no, Name ,date and year of examination, college code in a bigger font and other required details. Take the signature of the Chief Conductor and Senior Supervisor on the space provided.

**15. Exam bundles Collection by University Personnel:** After completion of every examination, packed bundles are collected by University dispatch department.

**16. Show cause notice for all invigilators those who are violated the rules**  
Release show cause notice to all the invigilators those who are deviated the rules.

**17. Malpractice cases handling and preparation of reports by Unfair Means Committee(As per University of Mumbai Norms)**

During the examination if any malpractice cases are registered, strictly follow the unfair means guidelines of University of Mumbai(0.5050)

Unfair means Committee of the College get the unfair means form filled by the students in prescribed format.

Collect letter from the invigilator.

Prepare a report as per prescribed format and take the signatures and send it by post to the University after completion of all the examinations. Complete documentation must be done and records to be kept at secured place.





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## SOP FOR PRACTICAL EXAMINATION

1. Student batch allocation should be communicated through notice two weeks (15 days) prior.
2. The Practical exam Time table (Batch-wise) must be shared 7 days before the conduction of exam.
3. Create batches of 25 students each in every subject.
4. The coordinators of department shall act as Centre Superintendents for the practical examinations to be conducted.
5. Notification of university examination with detailed time schedule will be issued from Exam Department in advance with request to appoint Observers, Invigilators, scrutineer, support staff (non-teaching) according to number of examinees.
6. To ensure availability of PCs and related paraphernalia
  - One PC, with CCTV for the confidential purpose of downloading question papers.
  - Printer.
  - PCs must be provided with secured internet.
7. Lab assistant should record and issue answer books, Attendance Sheets of the students appearing in practical examination and other exam related stationary.
8. Phone, smart watches, and other electronic devices are not allowed at the exam table or on the candidate. If the candidate does come to the exam with a phone, watch or other electronic devices, they must put it/them in their bag or alternatively, the proctor will keep it until the end of the exam.



09. The **Principal /Head** of the institute may take decision in respect of following cases, as deemed fit and appropriate, depending on severity/**gravity** of the case:

(i) Giving or receiving assistance in answering the question papers to or from any other candidate(s)/person(s) in the examination hall or outside during examination hours.

(ii) Possessing any paper, book, note or any other like material which has relevance to the syllabus of the examination paper concerned.

(iii) Possessing mobile/smart phone or any electronic gadget other than permissible calculator, even in a switch off mode, which can potentially be used for communication or copying.

10. The In charge of examination shall be personally responsible for the safe custody of Question papers, Answer books sent to him and shall render to the university's Examination office a complete account of used / unused items.

11. The In charge of examination shall supervise work of the Invigilators working under him & conduct examination strictly according to instructions issued by university.

12. The marks in respect of all Practical Examinations/Project/Internal Assessments shall be uploaded simultaneously, starting from the dates of conduct of exams/assessments.

13. If required, any change in the period during which the Practical Examinations/Project/Internal Assessments shall be conducted during a particular session, has to be communicated to the concerned.

14. The Dept. shall maintain all records like dates of conduct of Examination/assessment, date wise no. of students in each batch and group, names Of external examiners and other staff deployed for duty, examiner no./teacher-id and Bank account details of all examiners/staff etc.

15. After conduct of Practical/Project/Internal Assessment the answer books of the Students are to be sent to the Regional Office. (If required)

15. In case the student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked "**Absent**".

### **SOP FOR THE SUPERVISOR**

1. Assignment of duties and alternate arrangements.
2. Appointing of standby and reserve supervisor to cater for emergency.





3. Receiving question paper and distributing it as per schedule of **the exam**.
4. Collecting answer scripts.
5. It is to be ensured that examiner **completes** all entries in **practical answer books** carefully and correctly.
6. Packing of return answer sheet **dispatch** and maintenance of **necessary** records including documents pertaining to the cap center.
7. Initiate action on unfair means.
8. Check whether the PCS are **formatted** or not before conduction of **any** practical exam.
9. Attendance Sheets of the students **appearing** in practical examination must be carefully filled in the Performa.
10. To ensure that the whole process of **practical examination** is **completed** within the stipulated time.

#### SOP FOR PAPER SETTER

- As per the prescribed format assigned by University of Mumbai.

#### SOP for External Examiner (University/ Collegiate Level)

1. Concerned Staff on duty should report in the lab 45 minutes prior to the scheduled commencement of the examination.
2. You are neither allowed to prepone nor postpone the examination timings on any given day without prior permission of Controller of Examinations. (Esp. SEM V & VI)
3. The center should download Blank Mark sheets from the University Portal and hand them over to the External Examiners for filling up of marks.
4. The external examiners shall assign the marks for practical course for which they are appointed. Different files (one for each examiner) with a rough mark-list bearing day-wise, session-wise and group-wise list of students must be kept ready.
5. Attendance sheets should be made day-wise and session-wise in the ascending order of the University Examination Seat numbers. The original attendance sheet should be sent to the university along with the answer books, and its photocopy should be preserved by the center.
6. External Examiner must allowed only those candidates whose journals are certified.
7. Candidates will take printout of their work done after completing the practical or after two hours of the commencement of the practical session, whichever is earlier.





8. The center should **ensure** that the lab is **completely** formatted and fresh installation of all the software **should** be done.
9. The project **demonstration** machines **should be kept** in the same lab where the practical's are being conducted but separate from the **regular** practical machines so that the project viva does not **disturb** other candidates.
10. Each of the project viva evaluations will be **conducted** for one candidate at a time and it would last for **10-15** minutes each.
11. Kindly make **provision** to send the used answer books and unused question slips to the Examination **House** of Mumbai University.
12. Letters pertaining to the Examination duty **assigned** (by University) to the respective External Examiners, must be issued to them for the days they have conducted examination.
13. The mark sheets **have** to be sealed and carried **by** the examiners along with them.
14. The examiners **have** to submit the Mark sheet **and** Attendance Report to the Chairman which will be forwarded to the University.



## Guidelines for Setting Internal and Semester End Question Papers for Examination

### 1. Background:

The question paper is made as per the norms of University of Mumbai, It should be a quality paper. A question paper can be called a good question paper if it possesses the following essential characteristics. All questions need to be linked to CO's attainment.

- A. Purpose
- B. Validity
- C. Fairness
- D. Objectivity
- E. Usability

**Purpose :** The purpose of conducting test and assessing student is to study the course outcome achieved and mapping it for future improvement. The question paper should meet all the criteria and its objective.

### Validity:

Following are the some points which affect the validity of question paper; these should be avoided while setting question paper:

1. Unclear directions to the students to respond the questions.
2. Difficulty of the reading vocabulary and sentence structure.
3. Too easy or too difficult questions.
4. Ambiguous statements in the question paper.
5. Inadequate time provided to solve the questions.
6. Length of the question paper is too short.
7. Questions not arranged in order of difficulty.

**Fairness :** Fairness is being very clear about expectations in student performance, Providing examples of past examination papers, opportunities for students to practice and gain, transparency in the process to marks and grade their work.



#### **D.Objectivity:**

Objectivity is **the** ability to maintain a realistic perspective and keep personal biases to a minimum. It is separating Facts from Feelings. It should be free of personal biasness.

#### **E.Usability:**

The previous year question papers of the concerned subject should be used as reference for paper setting. The paper should have practical value and can be used by students for future reference. It should be easy for administration and marking. The system should be simple and properly understood by the all concerned.

### **2. Criteria for design of question paper:**

- a. Decide the Weightage of each module assigned for term test as per syllabus.
- b. Decide the appropriate Course outcomes related to modules.
- c. Question should be based on Critical Thinking, Question paper must include case study and Challenging questions.
- d. Distribute allotted CO 's among the questions designed.
- e. Based on the contents of modules design question satisfying the following difficulty levels- Easy, Moderate, Difficult and Very Difficult.

### **3.Format of Question Paper:**

#### **❖ Important Tips**

**Two sets to be created for each subject maintaining at least 30% difference between them.**

- The subject name, subject code, date, time, Programme name ,semester and marks to be clearly mentioned on the question paper.
- Write simple, straight forward, precise wording
- Provide full details/data required for correct answer.
- Use sketches/figures/graphs wherever possible



- Technicalities:
  1. Font Style: Times New Roman
  2. Font Size:12
  3. Head points:14
  4. Margins:2.0 (Top-Bottom, Left-Right)
  5. Spacing-1.5

#### **4.Question paper setter Eligibility criteria:**

- The concerned subject teacher should have the subject experience of 2 years Or if the subject teacher is fresher then such teacher must set the question paper under the guidance of Coordinator/HODs.

#### **5.Quality checking of the paper:**

- The paper setter will submit the hard copies and get the Question paper & Answer key verified by Coordinator/HODs.
- HODs will submit hard copies of Question paper along with the answer keys in sealed envelope to the Exam Committee within the time given. The Exam Committee should collect the question papers of all subjects department wise and keep in secured place before the commencement of examination. Delays in Submission of Question Papers and Answer keys will not be tolerated. Show cause notice will be issued to the faculties those who are violated the rules.

#### **Guidelines for Junior Supervisor**

1. Junior Supervisor must reach the Examination Department fifteen minutes before the Examination.
2. Junior Supervisor must sign the Supervision Duty Register, collect the Answer sheets, attendance sheets and other required material from the Examination Department.
3. Mobile Phones should not be used in the Examination Hall, Except for Examination Work.





4. Junior Supervisor **must** distribute the Answer **sheets** and instruct the students to fill their details correctly.
5. Junior Supervisor **must** survey the area to perceive **abnormal** activity.
6. Junior Supervisor **must** provide students with **additional** answer sheets upon request.
7. Exchange of pens, **pencils**, calculators, study **material**, etc. is not permitted.
8. If the Junior Supervisor reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to **replace** the calculator and a report on the matter will be made **on** the Junior Supervisor's **declaration** form.
9. Any unfair means **adopted** by the students **should** be immediately inform to the Unfair Means Committee & **Examination** Committee.
10. Instructing the **students** to be ready with their answer sheets five Minutes before the completion of **Examination**.
11. Filling Supervisory **Report** (per course two) **without** any mistakes.
12. Filling Details of **Present** and Absent Students in **Block** Register Provided by the Peon.
13. Collecting the **answer** sheets and **arranging** them in chronological order before submission to **Examination** Committee.
14. Submission of **Written** as well as Blank Answer sheets along with other reports to the **Examination Department** for Verification before **leaving**.
15. Junior Supervisor **must** sign the supervisory **report** and other documents before leaving the **Examination Department**.



### **Guidelines for College-Level Assessment of Answer scripts and submission of marks**

1. Examination department will **distribute** the answerscripts for **correction** within one working days from after **completion** of examination.
2. Time period for **completion of Assessment** - 10 Calender days for 90 answerscripts, 15 working days for 90 to 180, 20 calender days for more than 180 answer scripts from the day of **completion** of the concerned **examination**
3. Evaluators must complete the assessment within the stipulated time allotted to them by examination department.
4. Evaluators must duly signed the register twice, once while collecting the papers and secondly at the time of submission.
5. Evaluators are not allowed to take any of the answer scripts out of the EXAM Room or carry the scripts to their home.
6. If the assessment is not completed on time delaying the results then strict action will be taken against such faculties.
7. On completion of assessment evaluators must feed the marks in Marksheet template (soft copy) and hard copy and submit it to examination department , where moderation is required , moderators are invited and any changes after moderation will be considered final, notice for revaluation is circulated and students can apply for revaluation within seven days from the declaration of notice .
8. On finalisation of marks ,the consolidated marksheet is prepared and verified by the coordinators and subject teachers. After this marks are feed in the exam software (VIVA) and final result is prepared.
9. Evaluators must not declare the marks obtained by the students before the official declaration of Result by the exam department.
10. Evaluators are responsible to fulfil their duties and follow the above guidelines to assist in the smooth functioning of the examination department.



### Guidelines for Students for Examination

1. Students should Check **their** Rahul Education App for Examination Timetable.
2. All Students must reach **Examination Block** fifteen minutes **before** the start of the Examination.
3. Seating Arrangement **has been** uploaded on Rahul Education App and also displayed on the college notice boards.
4. No students will be **allowed** after fifteen minutes (15 Minutes) of the commencement of the Examination.
5. Students must maintain **discipline** in the Examination Hall.
6. It is compulsory for all **students** to carry their Hall Tickets /College Identity Cards.
7. Students must keep their **Hand bags** outside the examination hall and the College takes no responsibility for the loss or **damage** of such belongings.
8. Students must carry **their own** water Bottles.
9. Students must carry **their own** stationery.
10. No Washroom breaks **will be** given during the examination.
11. College has authority to **take** action against the students found indulge in any unfair Practices during Examination as per the Mumbai university norms.
12. Check Block Number **carefully**.
13. No Cell Phones are **allowed** in Examination Hall.
14. Calculators with more **than** one-line display or with alphanumeric display (programmable calculators) are not **permitted** into the examination hall unless specified in advance by the examiner.
15. Smart Watches are **strictly** prohibited.
16. The students are not **allowed** to bring any eatable item inside the examination hall.
17. The Junior Supervisor **distributes** question paper & answer sheets among students. No other paper than that shall be **used**. An examination written on **other** paper will be considered invalid.



18. During ongoing examination students are **not allowed** to take the examination paper outside the examination hall. After the examination, the student should personally **submit** examination answer sheet to the **invigilator**. - Even a **blanked answer sheet** shall be **handed-in** to the invigilator. - Each answer sheet should contain **details** of the student's Class and Roll Number.

19. The students **must** ensure before they leave **the** examination hall that they **have** signed the attendance sheet.

20. The students (**PWD/ other medical problems**) **will** be given benefits as per **University of Mumbai Norms** only subject to prior permission **from** the Concerned Authority.

